

# **Attorney Guide to Hyperlinking in the Federal Courts (for Corel WordPerfect users)**

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## Overview of Hyperlinking in Federal Court

In the internet research world, hyperlinks are a standard way of “drilling down” for more detail or specific information. Just as all web pages contain links to other pages, cases downloaded from legal research services such as Westlaw or Lexis contain links to the cases, statutes, articles, or other sources cited within the opinion. The links allow immediate access by the reader to these referenced materials.

Attorneys can include links to cited law and CM/ECF filings in their briefs filed in CM/ECF, adding another level of persuasion to their writing. Hyperlinks in briefs and other court filings provide quick, easy, and pinpoint access to particular sections of a case, or to specific filings in the court’s record. The attorney can thereby highlight the precise issue presented, and the specific evidence and controlling or persuasive law the court should consider.

Hyperlinks in court filings are very beneficial for court chambers. Court submissions which include links to relevant case law and case filings are easy for chambers staff to review. The attorneys’ arguments can be immediately verified in the context of the relevant law. The judge or judicial clerk is able to read the text of the cited case law on one screen while reading the attorney’s brief on the other. And if a brief contains links to referenced exhibits, and even to specific pages within those exhibits, the judge or judicial clerk can access the relevant evidence without having to navigate through the CM/ECF record. Particularly when dealing with large and complex cases, links save chambers considerable time and effort. Links make it easy for the court to verify – and adopt – the positions taken by an advocate.

## Types of Permissible Hyperlinks

*Subject to the court's local rules, the following types of hyperlinks are typically allowed in court documents.*

<b>Internal Links</b>	For example, the Table of Contents located at the beginning of this Guide.
<b>Links to documents previously filed on CM/ECF</b>	<p>The defendants' discovery abuses have been thoroughly discussed in the court's prior orders, (Filing Nos. <a href="#">263</a>, <a href="#">329</a>, and <a href="#">364</a>), and the factual findings within those orders are incorporated herein by reference. As more specifically described in the prior orders:</p> <p><a href="https://ecf.ned.uscourts.gov/doc1/11312528703">https://ecf.ned.uscourts.gov/doc1/11312528703</a></p>
<b>Links to attachments and exhibits being filed with your brief</b>	<p>03/16/2012      <a href="#">4</a>      BRIEF in support of defendant's motion to stay and to compel arbitration, <a href="#">3</a>, by Attorney Carolyn Gunkel on behalf of Defendant Pioneer Hi-Bred International, Inc. (Attachments: evidence in support # <a href="#">1</a> Affidavit of Allan Brax, # <a href="#">2</a> Exhibit Pioneer terms and conditions sheet, # <a href="#">3</a> Exhibit Plaintiff's 2011 income invoice, # <a href="#">4</a> Exhibit Arbitration Provision)(Zwart, Cheryl) (Entered: 06/22/2012)</p> <p><b>Note:</b> Evidence <i>must</i> be filed of record. A hyperlink to a public website where evidence can be found is not a substitute for filing evidence in support of a motion.</p>
<p><b>Links to case and statute citations</b></p> <p><b>Note:</b> Unless a cited case cannot reasonably be found from a public source, it is not necessary to attach copies of cases or statutes to your brief.</p>	<p>For example:</p> <p><b>Westlaw,</b></p> <p>by the attorney-client privilege or the work product doctrine. s, <a href="#">2009 WL 4949959</a>, <a href="#">2009 U.S. Dist. LEXIS 121753</a> (D. Colo. : 502: <a href="http://web2.westlaw.com/find/default.wl?rs=W10.06&amp;ifm=NotSet&amp;fn=_top&amp;sv=Split&amp;cite=2009+WL+4949959&amp;vr=2.0&amp;rp=%2ffind%2fdefault.wl&amp;mt=Westlaw">http://web2.westlaw.com/find/default.wl?rs=W10.06&amp;ifm=NotSet&amp;fn=_top&amp;sv=Split&amp;cite=2009+WL+4949959&amp;vr=2.0&amp;rp=%2ffind%2fdefault.wl&amp;mt=Westlaw</a> when a "subject-matter waiver" occurs due to an intentional or</p> <p><b>Lexis,</b></p> <p>by the attorney-client privilege or the work product doctrine. s, <a href="#">2009 WL 4949959</a>, <a href="#">2009 U.S. Dist. LEXIS 121753</a> (D. Colo. : 502: <a href="https://www.lexis.com/research/retrieve?_m=9bb0a60fca07b454655d5b93fccc60f&amp;csvc=le&amp;cform=byCitation&amp;fmtstr=FULL&amp;docnum=1&amp;_startdoc=18&amp;wchp=dGLzVlz-zSkAI&amp;_md5=dbca62caac84f829e0e4d0ec37b92e8d">https://www.lexis.com/research/retrieve?_m=9bb0a60fca07b454655d5b93fccc60f&amp;csvc=le&amp;cform=byCitation&amp;fmtstr=FULL&amp;docnum=1&amp;_startdoc=18&amp;wchp=dGLzVlz-zSkAI&amp;_md5=dbca62caac84f829e0e4d0ec37b92e8d</a> when a "subject-matt</p> <p><b>or court websites.</b></p> <p>A party has been fraudulently joined if there is no reasonable basis for predicting that the state law involved. <a href="#">Bradley Timberland Lumber Co., No. 12-1892 (8th Cir. April 8, 2013)</a></p>
<b>Links to Local Rules</b>	<p>Either to the entire document,</p> <p>summarily denied because <a href="http://www.ned.uscourts.gov/internetdocs/localrules/necivr.2012.pdf">http://www.ned.uscourts.gov/internetdocs/localrules/necivr.2012.pdf</a> by consult and discuss the issue <a href="#">Click to follow link</a> e filing his motion. <a href="#">Nebraska Civil Rule 7.1(i)</a>.</p> <p>or to the specific page within the document where the cited rule is located.</p> <p>The plaintiff's motion to <del>summarily</del> deny should be summarily denied because <a href="http://www.ned.uscourts.gov/internetdocs/localrules/necivr.2012.pdf?_page=10">http://www.ned.uscourts.gov/internetdocs/localrules/necivr.2012.pdf?_page=10</a> consult and discuss the issue <a href="#">Click to follow link</a> filing his motion. <a href="#">Nebraska Civil Rule 7.1(i)</a>.</p>

## Creating a Hyperlinked Table of Contents

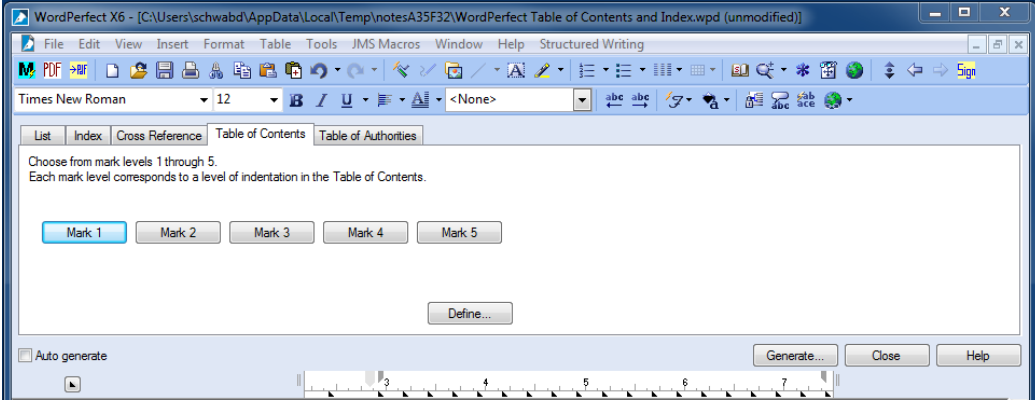
A table of contents in a WordPerfect document can include internal hyperlinks for navigating the document. The following steps are used to create a Table of Contents in a WordPerfect document.

- Step 1: Mark all of the items that belong in the list.
- Step 2: Insert a page break before the list and add a title or page header.
- Step 3: Define the format and position for the list.
- Step 4: Generate the list and cross-references.
- Step 5: Edit the generated list.

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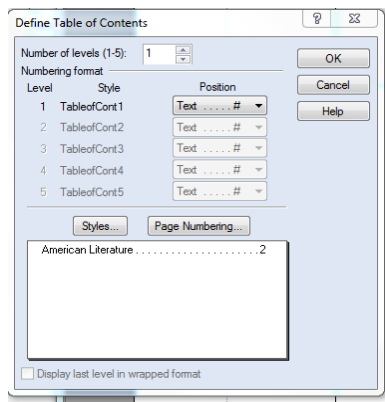
### Marking Table of Contents Entries

Follow the steps below to mark entries for a table of contents (TOC).

STEP	ACTION
1	<p>On the <b>Tools</b> menu, point to <b>Reference</b> and then <b>Table of Contents</b>.</p> <p><u>Note:</u> The Table of Contents Feature Bar appears.</p> 
2	<p>Select the block of text to include in the table of contents.</p> <p><u>Note:</u> This is best done using Reveal Codes, being careful with any formatting codes.</p>
3	<p>Click the <b>Mark</b> button on the Feature Bar to choose the indentation level you want for the selected text. There are 5 Mark buttons which correspond to five levels of indentation. The leftmost position in the table of contents is level 1.</p> <p><u>Note:</u> WordPerfect will mark the selected text with [Mrk Txt ToC] codes which you can see in Reveal Codes.</p>

## Defining a Table of Contents

Follow the steps below to define the position and format for a table of contents.

STEP	ACTION								
1	Turn on the Table of Contents Feature Bar (Tools→Reference→Table of Contents)								
2	Move the cursor to the point where the table of contents should appear. <u>Note:</u> To start the table on a new page, press Ctrl+Enter. Press ↑ to move the cursor before the [HPg] code. Enter a title if you'd like one, such as <b>Table of Contents</b> , and press Enter.								
3	Click the Define button on the Feature Bar to open the <b>Define Table of Contents</b> dialog box. 								
4	Use the following options to customize your table. <table><tr><td><b>Number of Levels</b></td><td>Allows you to choose how many levels to display in the table of contents, from 1 to 5.</td></tr><tr><td><b>Position</b></td><td>Allows you to choose where to place page numbers in each level.</td></tr><tr><td><b>Styles</b></td><td>Allows you to customize the appearance of the text in each level.</td></tr><tr><td><b>Page Numbering</b></td><td>Allow you to customize the page numbering format.</td></tr></table>	<b>Number of Levels</b>	Allows you to choose how many levels to display in the table of contents, from 1 to 5.	<b>Position</b>	Allows you to choose where to place page numbers in each level.	<b>Styles</b>	Allows you to customize the appearance of the text in each level.	<b>Page Numbering</b>	Allow you to customize the page numbering format.
<b>Number of Levels</b>	Allows you to choose how many levels to display in the table of contents, from 1 to 5.								
<b>Position</b>	Allows you to choose where to place page numbers in each level.								
<b>Styles</b>	Allows you to customize the appearance of the text in each level.								
<b>Page Numbering</b>	Allow you to customize the page numbering format.								
5	Click <b>OK</b> to return to the document window. The message << <b>Table of Contents will generate here</b> >> will appear at the cursor position.								
6	To ensure proper page numbering, move the cursor to the top of the first numbered page (the first page that follows the table of contents). From the <b>Format</b> menu, click <b>Page</b> , then <b>Numbering</b> and click the <b>Set Value</b> button.								
7	Click the <b>Page</b> tab, change Set Page Number to <b>1</b> , and click <b>OK</b> .								

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## Generating Lists

Once you've marked your lists, generating them is easy. Follow the steps in the table below to generate the table of contents.

STEP	ACTION
1	Click the Generate button on the Feature Bar. Or from the <b>Tools</b> menu click <b>Reference</b> , then <b>Generate</b> .
2	If you want, select or clear the following options:  <b>Save Subdocuments:</b> WordPerfect saves changes to subdocuments of the master document being generated.  <b>Build Hyperlinks:</b> WordPerfect generates and saves hyperlinks in your document.
3	Click <b>OK</b> .  <b>Warning:</b> WordPerfect does not update the lists automatically when you change the document. Be sure to regenerate the list after making changes.

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## Editing Lists

If you decide to edit a generated list, pay special attention to the codes that define the list and its contents. You'll typically see codes like these after you generate a list.

[Def Mark][Gen Txt].....list goes here....[Gen Txt]

Each list begins at the [Def Mark] code that WordPerfect inserts when you define the list. The generated list appears between the [Gen Txt] codes. Each time you generate a list, WordPerfect will replace all of the text between the sequence of codes. You should, therefore, keep the following in mind.

- Always place list titles and page headers before the [Def Mark] code, not after it, or between the [Gen Txt] codes. (Otherwise they will disappear when you regenerate the list).
- If you edit the generated list only, your changes will be lost when you regenerate the list. Therefore, it is best to edit the references within the main document and then regenerate the list.

When the entire document is complete, using WordPerfect to **Save** the document as a PDF in accordance with the instructions in this Guide.

**Note: Do *not* Print to PDF. All active links in your WordPerfect document become inactive in PDFs created using Print to PDF.**

## Drafting Documents to Include Links to CM/ECF

If you are creating a document which will include links to documents filed on CM/ECF, use a consistent citation format that cites the CM/ECF filing number along with the CM/ECF page number. For example:

- 1 Download the filings from CM/ECF, and save them in your computer.  
**Reminder:** You can download a document from CM/ECF one time for free when you receive the notice of electronic filing. Charges apply to each additional download of the same document.

- 2 Documents downloaded from CM/ECF will include a header that identifies the CM/ECF filing number and the page numbers within that filing.

Filing Number      Page Number  
Doc # 13-1 Filed: 03/08/13 Page 1 of 4 -

- 3 When drafting your brief, cite to the CM/ECF filing number and CM/ECF page number to which you are citing. For example:

Assume you are citing to the following page of evidence.

Doc # 13-1 Filed: 03/08/13 Page 3 of 4 .

The citation within the brief could appear as follows:

The Plan included a Trust Agreement. (Filing No. 13-1, at CM/ECF p. 3).

**Note:** A consistent citation format is necessary when using CM/ECF LinkBuilder<sup>1</sup> (currently under development by Kansas and Nebraska courts for nationwide use by attorneys) to add links.

## Gathering URLs for Links for Citations to the Record

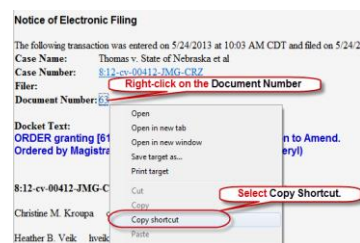
Now that the filing numbers and associated page numbers are in the brief, you can manually add links to the electronic record. You may gather these links from:

- saved Notices of Electronic Filing (no charge); or
- the docket sheet on PACER (PACER charge applies).

To obtain the url for the CM/ECF document *without* incurring a PACER charge:

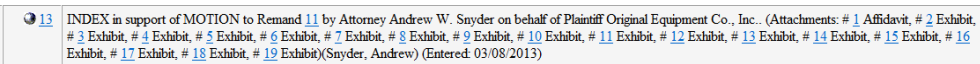
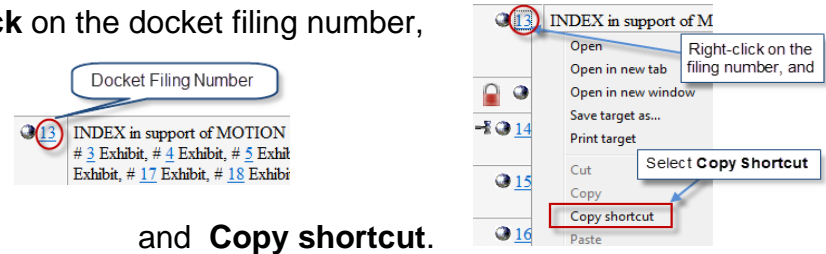
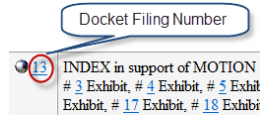
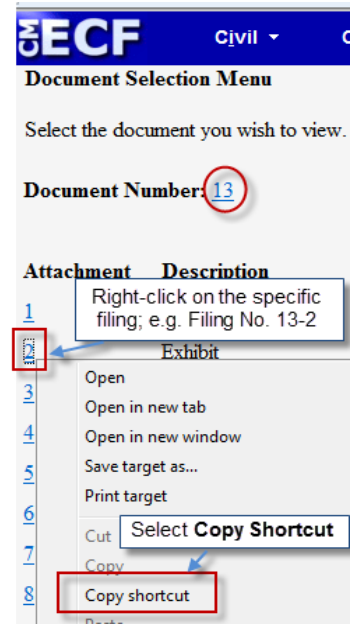
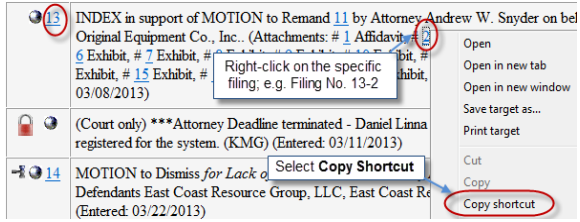
- 1 Collect and save on your computer the notice of electronic filing (NEF) for all filings in the case.

- 2 When you later need the link for the document cited,  
--retrieve the NEF for that document,  
--right-click on the **Document Number**, and from the drop-down menu that appears,  
Select **Copy Shortcut**.



<sup>1</sup> CM/ECF LinkBuilder is currently being designed as an automated tool for use by counsel in adding CM/ECF links *without* incurring a PACER charge. Testing began on July 25, 2013.

To obtain the url for the document from the PACER docket sheet (*PACER charge applies*):

STEP	ACTION
1	<p>Open the CM/ECF docket sheet and scroll to the cited docket filing.</p> 
2	<p>If linking to the <b>main</b> CM/ECF filing, <b>right-click</b> on the docket filing number, and <b>Copy shortcut</b>.</p>  <p>and <b>Copy shortcut</b>.</p> <p>If linking to a <b>sub-file</b> within a CM/ECF filing number:</p> <p><i>Either:</i></p> <p>Click on the docket filing number;</p>  <p>A window will open which lists all sub-filings for that docket filing number.</p>  <p>Place your cursor over the link for the document you are citing, <b>right-click</b>, and from the drop-down menu that appears, and select <b>Copy Shortcut</b>.</p> <p>Or</p> <p><b>Right-click</b> on the sub-filing number in the docket text and, select <b>Copy Shortcut</b>.</p> 



## Formatting the Appearance of the Links Inserted

Before inserting links into a document, you may choose how those links will appear in the final document. For example, do you want them to appear:

blue and underlined,

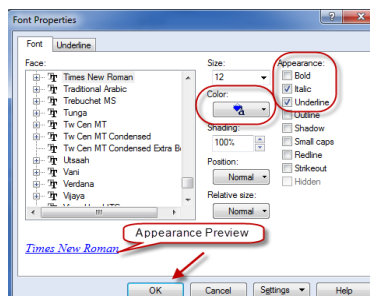
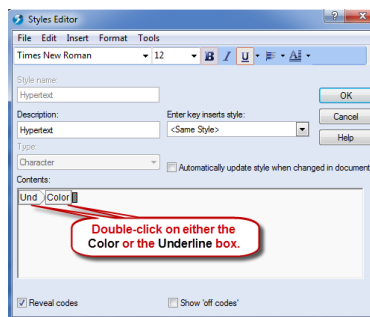
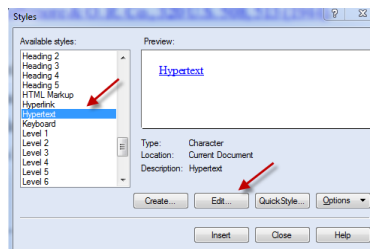
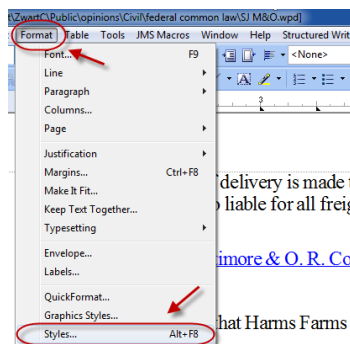
**bold and black**,

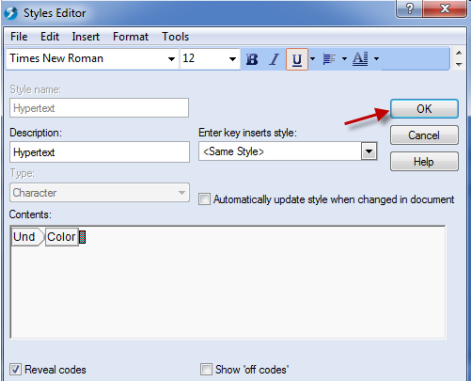
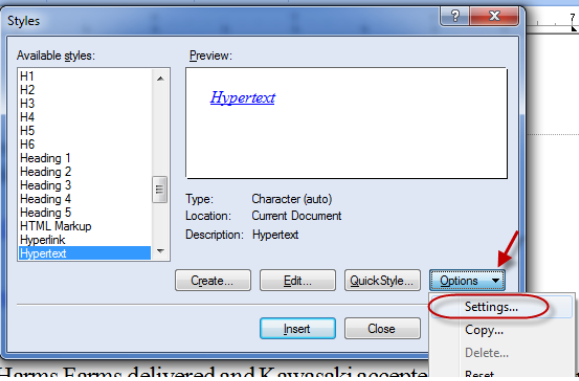
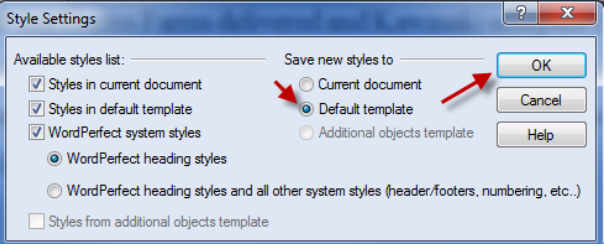
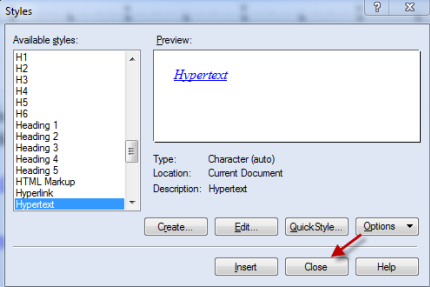
*black and italicized*, or

some other appearance?

To select the appearance of the links in your document:

STEP	ACTION
1	<p>Open a WordPerfect document which includes hyperlinked text.</p> <p>From <b>Format</b> on the menu bar,</p> <p>Select <b>Styles</b>.</p>
2	<p>In the <b>Styles</b> box,</p> <p>scroll to and select <b>Hypertext</b>.</p> <p>Click <b>Edit</b>.</p>
3	<p>The <b>Styles Editor</b> box will open.</p> <p>Double-click on a Reveal Codes command in the Contents box; e.g. on <b>Und</b> or <b>Color</b>.</p>
4	<p>The <b>Font Properties</b> box will open.</p> <p>Select the desired <b>Color</b>.</p> <p>Select the desired <b>Appearance</b>.</p> <p>Click <b>OK</b>.</p>

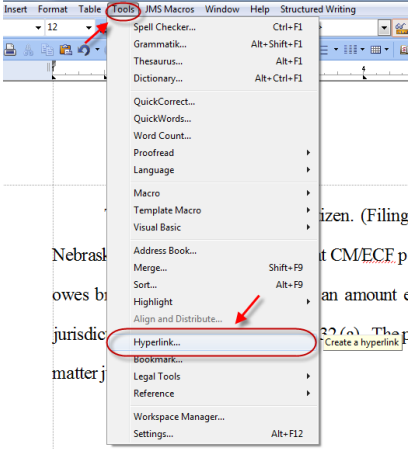
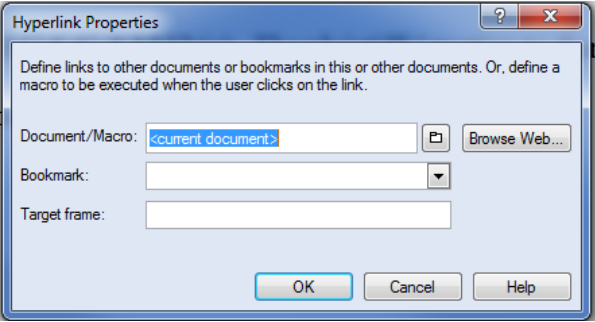
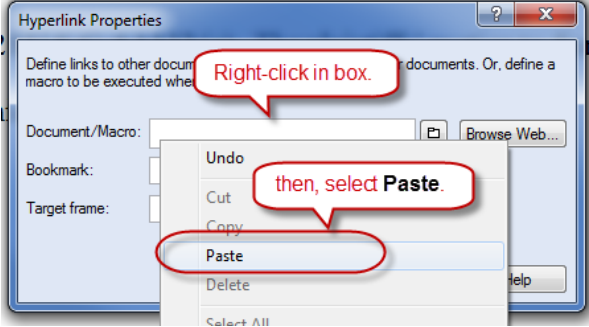


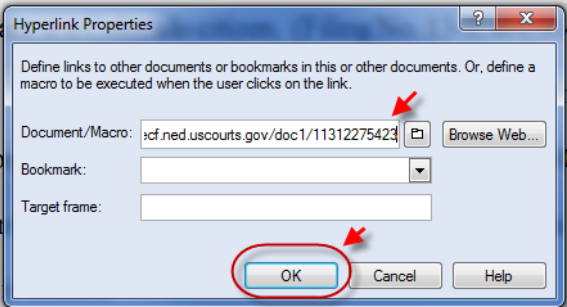
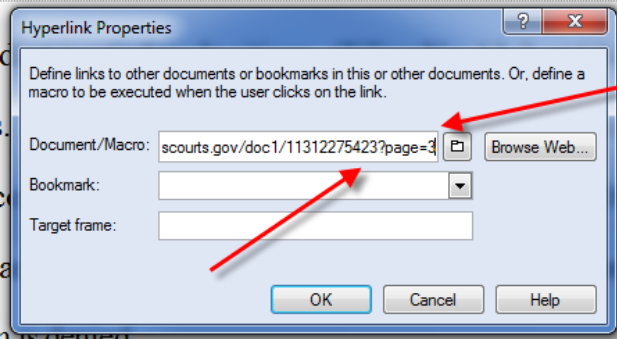
STEP	ACTION
5	<p>The <b>Styles Editor</b> box will open again.</p> <p>Click <b>OK</b>.</p> 
6	<p>The <b>Styles</b> box will open again.</p> <p>If you want to set your changes as the hyperlink text format for every document,</p> <p>Click on <b>Options</b>, and from the drop-down that appears, Select <b>Settings</b>.</p> 
7	<p>In the <b>Style Settings</b> box, Select <b>Default Template</b>.</p> <p>Click <b>OK</b>.</p> 
8	<p>The <b>Styles</b> box will open again.</p> <p>Click <b>Close</b>.</p> 

## Linking to CM/ECF Documents

### Inserting Links to Documents Previously Filed on CM/ECF

To manually add the links you have copied from the docket to the WordPerfect document you are drafting:

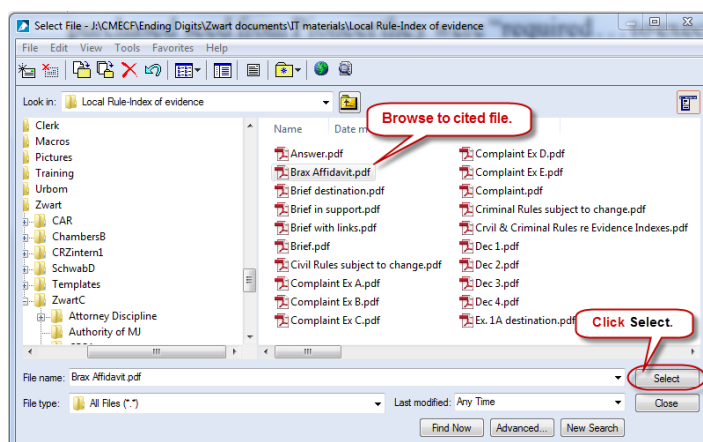
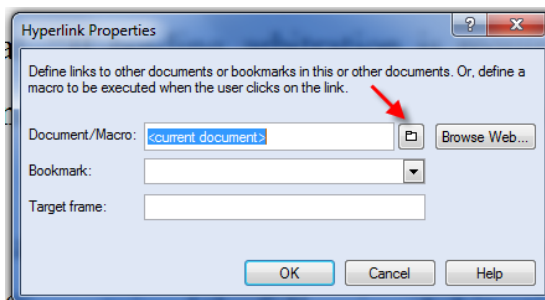
STEP	ACTION
1	<p>In the brief, use your cursor to select the citation to which a hyperlink will be added.</p> <p>The defendant is a Colorado citizen. (Filing No. 13-2, at CM/ECF p. 3).</p>
2	<p>From <b>Tools</b> on the menu bar, select <b>Hyperlink</b>.</p> 
3	<p>A <b>Hyperlinks Properties</b> dialog box will appear.</p> <p>Use the <b>Delete</b> key from the computer keyboard to remove <code>&lt;current document&gt;</code></p> 
4	<p>Right-click in the <b>Document/Macro</b> box.</p> <p>Select <b>Paste</b>.</p> 

STEP	ACTION
5	<p>The link to the first page of the filing will appear.</p> <p><i>To link to the filing only, or to only page 1 of the filing, click <b>OK</b>.</i></p> <p>The link to the citation will be added in your brief.</p> 
6	<p><i>To link to the specific page number of a CM/ECF filing to which you are citing,</i></p> <p>In the address box, scroll to or place your cursor at the end of the link address.</p> <p>Add the following text: <b>?page=&lt;page number&gt;</b> . For example,</p>  <p>To link to page number 3 of a filing, add ?page=3. Click <b>OK</b> and the link to the page will be added to the citation in the brief.</p> <p><b>Note:</b> While the document remains in WordPerfect format, the link will go only to the first page of the document. But upon conversion to PDF, the PDF link will go to the specific page you cited.</p>
7	Convert the brief to a PDF following the instructions below.
8	<p>File the PDF version of the document in CM/ECF.</p> <p><b>Note:</b> It is <b>not</b> necessary to re-file or re-attach the documents to which you are linking if they have been previously filed in CM/ECF.</p>

### Adding Links to Attachments to the Document Being Filed

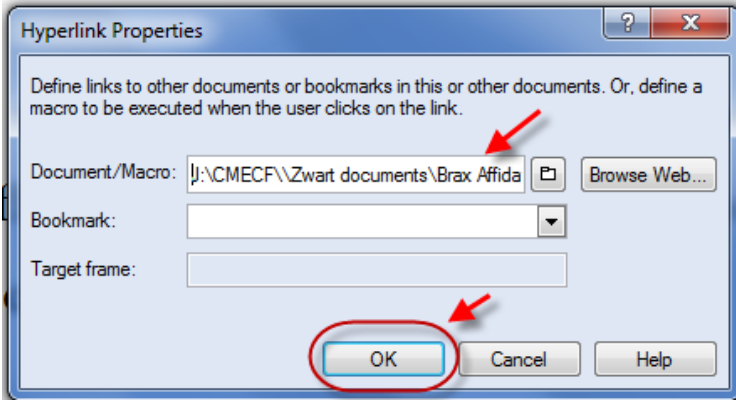
If a document cited in your brief has not previously been filed on CM/ECF, you may link to the document within your brief only if the document is filed as an attachment to your brief. Follow the steps below to add active hyperlinks to documents you will be filing as brief attachments in CM/ECF.


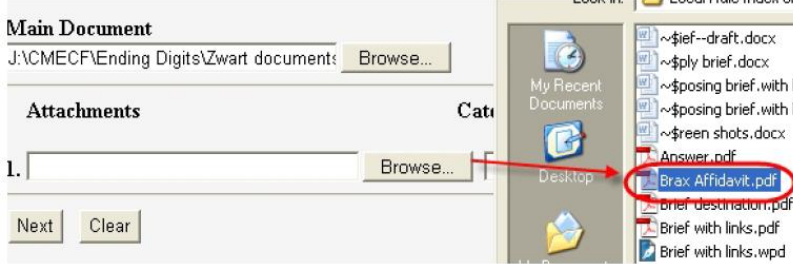
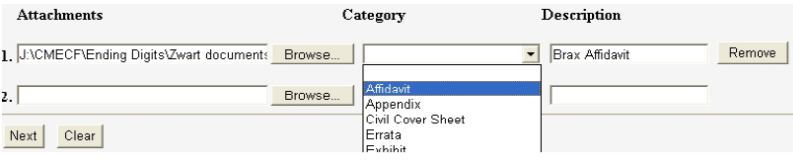
STEP	ACTION
1	Save all the documents you will cite to into a single folder in your computer. The documents must be in PDF format.
2	While drafting your brief, include the citations to the documents saved in your computer.
3	In WordPerfect, select the text to which a link will be added. and again putting Plaintiffs on notice that arbitration may be required for any seed disputes, the 2011 invoice stated that, “If binding arbitration is required (see bag), the place of arbitration will be Des Moines, Iowa.” <b>Brax Aff. ¶ 13</b> (emphasis added).
4	From the <b>Tools</b> menu, select <b>Hyperlink</b> .
5	A <b>Hyperlinks Properties</b> dialog box will appear. Click the folder button.
6	Browse to and select the saved file you want to link.



Click on the file. The name of the file will appear in the File name box. Click **Select**.

(**Note:** The file selected as the link must be in PDF format.)

STEP	ACTION
7	<p>The path to the file will appear in the <b>Document/Macro</b> field.</p> 
8	<p>A link to the file will be added to the text. If you hover over the link with your cursor, you will see the link address.</p> <p>and conditions sheet, and again putting Plaintiffs on notice that ar  for any seed disputes, the 2011 invoice stated that, “If binding a  bag), the place of arbitration will be Des Moines, Iowa.” <a href="file:///\\winfo11.ned.circ8.dcn\data\cmecf\ending digits\zwart documents\it materials\local rule-index of evidence\brax affidavit.pdf">Brax Aff. ¶ 13</a> (emphasis added).  Click to follow link</p> <p>Add links to all the citations in your brief accordingly.</p> <p><b>Note:</b> Specific page links can be added by following the directions in the previous section. Use the PDF page number, not a Bates number or footer page number, for the citation.</p>

STEP	ACTION
8	<p data-bbox="423 279 951 310">File the brief and evidence as follows:</p> <div data-bbox="440 331 1404 1738"> <div data-bbox="440 331 1404 604"> <p data-bbox="508 352 524 384">a</p> <p data-bbox="610 352 1398 457">Following the normal procedure for filing briefs on CM/ECF, browse to and select your brief with links as the main document.</p>  </div> <div data-bbox="440 615 1404 982"> <p data-bbox="508 636 524 667">b</p> <p data-bbox="610 636 1398 699">Browse to and select as an <b>Attachment</b> each PDF file to which a link was created in your brief.</p>  </div> <div data-bbox="440 993 1404 1539"> <p data-bbox="508 1014 524 1045">c</p> <p data-bbox="610 1014 1398 1255">Using the drop-down list, select the type of document attached, and provide a written description of the document. (<b>Note:</b> From the court's perspective, the written description you provide in CM/ECF can become, automatically, the name of a PDF bookmark in the downloaded file. However, a unique description is needed if similarly labeled documents are cited.)</p>  <p data-bbox="610 1455 1398 1518">Repeat the foregoing steps until all cited evidence is filed as an attachment to your brief.</p> </div> <div data-bbox="440 1549 1404 1738"> <p data-bbox="508 1570 524 1602">d</p> <p data-bbox="610 1570 1398 1728">When all evidence attachments have been added to the brief, click <b>Next</b> and complete the remaining steps for filing the brief on CM/ECF. Once filed, the links in the brief will link directly to the evidence filed of record with the brief.</p> </div> </div>

## Automated Links to Legal Citations

Links to legal citations can be added manually or, assuming the software is compatible with your computer and word processing software, by using automated linking software available through Westlaw or Lexis.

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### Access to Linking Software

Tool	Cost	URL
Westlaw InsertLinks	Must purchase a West BriefTools subscription. Estimated cost: \$100/month for small firms; \$300 to 500/month for larger firms (10 licenses)	<a href="http://legalsolutions.thomsonreporters.com/law-products/solutions/brief-tools?searchterms=brief+tool">http://legalsolutions.thomsonreporters.com/law-products/solutions/brief-tools?searchterms=brief+tool</a>
Shepard's Links 2008	Lexis is currently not selling a software subscription which will insert links to documents that will remain active upon conversion to PDF. The last version of such software was created in 2008 and can be downloaded from the Lexis/Nexis website for free.	<a href="http://support.lexisnexis.com/InDownload/record.asp?ArticleID=6056">http://support.lexisnexis.com/InDownload/record.asp?ArticleID=6056</a>  <b>Note:</b> The Shepard's BriefSuite dictionary is getting old and may not recognize some of the newer reporters. Its accuracy as a linking tool is inconsistent.
Lexis for Microsoft Office	This Lexis software product will add links for research and drafting purposes, but those links are lost upon conversion to PDF. Lexis is investigating the issue.	<a href="http://www.lexisnexis.com/en-us/products/lexis-for-microsoft-office.page">http://www.lexisnexis.com/en-us/products/lexis-for-microsoft-office.page</a>



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## Linking Software—Compatibility Information

The following graph outlines the compatibility of Shepard's Links 2008, West InsertLinks, and Lexis Links for Microsoft Office for inserting links into MS Word and WordPerfect documents with a Windows XP (SP3) 2GB Memory, Windows Vista (SP2) 4GB Memory, or Windows 7 – 4GB Memory computer.\*

---

	Shepard's Links 2008	Lexis for Microsoft Office	West InsertLinks
MS Word 2010		X**	X***
MS Word 2007		X**	X***
MS Word 2003	X		X***
MS Word 2000	X		
WordPerfect X6****			
WordPerfect X4 – X5			X
WordPerfect X3	X		X
WordPerfect 10 – 12	X		

---

\* The West and Lexis linking software programs cannot be used on Apple computers. Moreover, although Shepard's Links was not designed to operate on Windows Vista and Windows 7 (as reflected in the Lexis literature), it is working on these computer systems.

\*\* Lexis for Microsoft Office is being developed and tested. However, in its current stage of development, any links added by Lexis for Microsoft Office are being stripped out upon conversion to PDF. Lexis is investigating this issue.

\*\*\* Westlaw product information states InsertLinks is compatible with both 32- and 64-bit Microsoft Word. However, while it works well with 32-bit Word, InsertLinks is not fully compatible or useful with 64-bit Word.

\*\*\*\* West currently has no linking software compatible with WordPerfect X6. West indicates it may develop and release this product during the summer of 2013.

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## Westlaw InsertLinks

InsertLinks is a Westlaw computer software program which scans Microsoft Word or Corel WordPerfect<sup>2</sup> documents to locate legal citations, and then automatically inserts hyperlinks to the Westlaw internet address (url) for those citations into the word processing document.

See attached InsertLink example.

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## Installing West InsertLinks

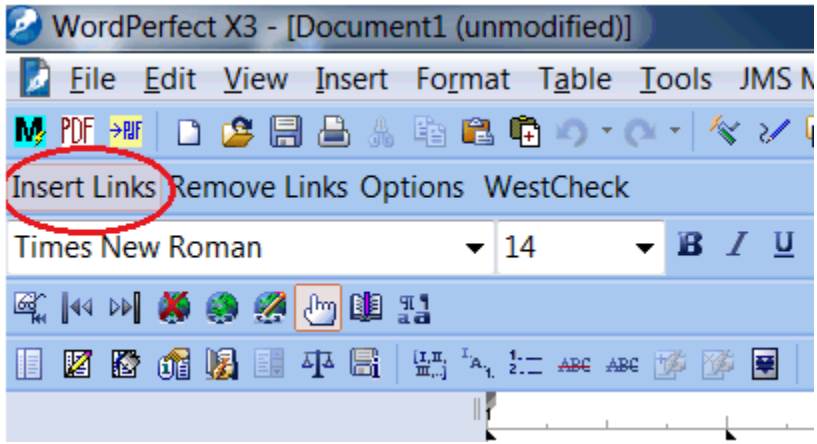
InsertLinks is part of the West BriefTools suite, and a BriefTools subscription is required in order to use this software.

- The current West BriefTools product is Version 2.7.2039, which was updated on December 10, 2012.
- The attached BriefTools Software Download instructions outline the system requirements and provides instructions on how to install West BriefTools.

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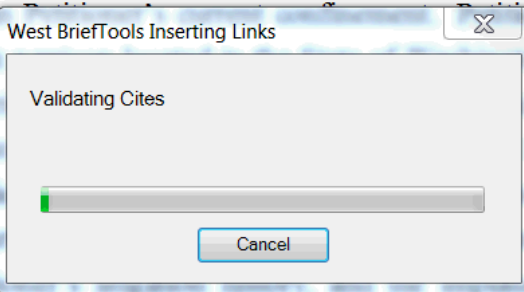
## Using West InsertLinks

Once InsertLinks software is installed, Westlaw links can be installed automatically in WordPerfect documents using the following steps:

STEP	ACTION
1	<p>With the WordPerfect document to which you are adding links open on your screen:</p>  <p>Select <b>Insert Links</b> from the menu bar.</p>

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<sup>2</sup> Currently, InsertLinks is not compatible with, and cannot be used for, automatically inserting links into WordPerfect X6 documents. It does, however, work with prior versions of WordPerfect.

STEP	ACTION
2	<p>The InsertLinks software will begin searching the document for citations and inserting the appropriate links.</p> 
3	<p>The <b>Inserting Links</b> box depicted above will disappear when the process is complete and all links are installed.</p> <p>has been deemed to be an abusive litigant. He has been enjoined in a number of courts, and is a three-strikes litigant pursuant to <a href="#">28 U.S.C. § 1915(g)</a>. The PACER records reveal that Demos has filed at least 130 other habeas petitions.” <a href="#">Demos v. United States Secretary of Defense, C.A. No. 12-12398-PBS, 2013 WL 80167 (D. Mass. Jan. 3, 2013)</a>.</p>

## Shepard's Links 2008

Shepard's Links is a Lexis computer software program which scans Microsoft Word or Corel WordPerfect<sup>3</sup> documents to locate legal citations, and then automatically inserts hyperlinks to the Lexis internet address (url) for those citations into the word processing document.

**Reminder:** Although free, Shepard's links has not been updated since 2008 and provides inconsistent auto-linking results.

## Installing Shepard's Links

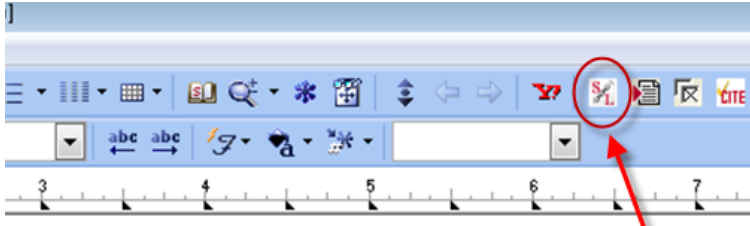
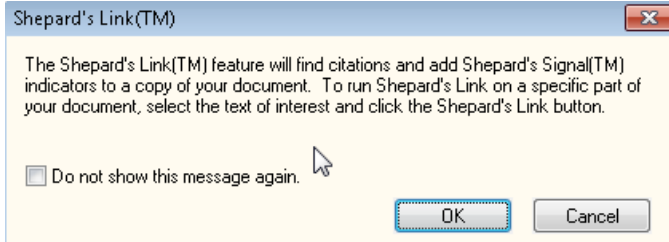
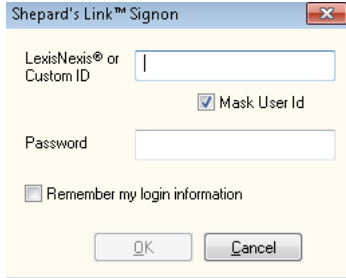
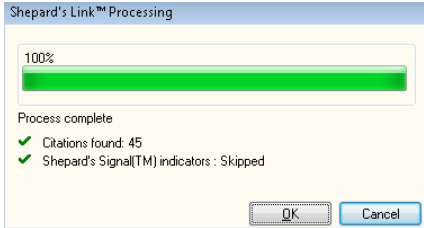
Shepards Links is part of the Shepard's BriefSuite.

- Shepard's BriefSuite has not been updated since 2008.
- The attached BriefSuite software download instructions provide a step-by-step description on how to install Shepard's BriefSuite.

<sup>3</sup> See compatibility graph above.

## Using Shepard's Links

Once Shepard's Links software is installed, Lexis links can be installed automatically in WordPerfect documents using the following steps:

STEP	ACTION
1	<p>Click on the Shepard's Link button, circled in the screenshot below</p> 
2	<p>Click the checkbox (optional) and click <b>OK</b>.</p> 
3	<p>Click <b>Cancel</b>. Logging in is optional.</p> 
4	<p>Click <b>OK</b>.</p> 
5	<p>The new document with the hyperlinks opens in a new tab. Save the document as a PDF as described in these instructions.</p>

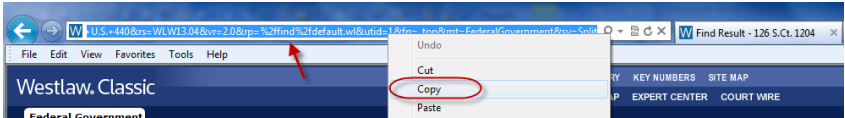
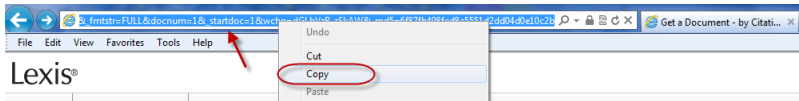
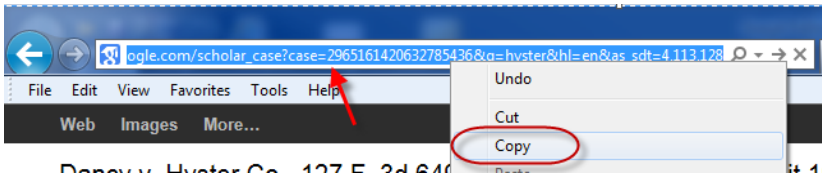
## Manually Inserting Hyperlinks

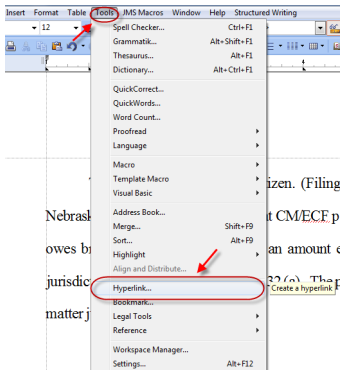
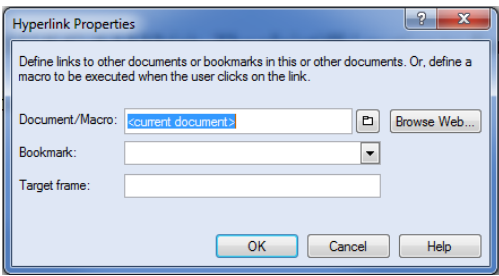
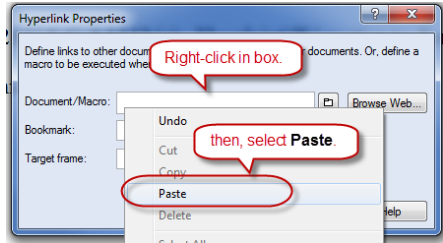
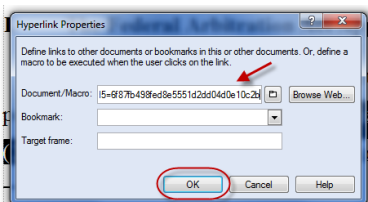
As previously described, hyperlinks to documents filed on CM/ECF can be manually added to a document about to be filed. It is also possible to manually create links to documents available through commercial legal websites (e.g., Lexis or Westlaw), and those posted on the court's website (Local Rules).

Manually adding links can be labor intensive if the document is long, but the process is not difficult. And even if you are primarily using software to add links to a document, understanding the underlying mechanics of hyperlinking within WordPerfect and Word documents is helpful and may be necessary if, for example, you need to make corrections to the automatically created links.

### Manually Creating Links to Online Research Resources



The process for manually adding links to Westlaw, Lexis, Google Scholar, or any other online research resource (LoisLaw, FastCase, etc.) is the same.

STEP	ACTION
1	<p>In the brief, use your cursor to select the citation to which you are adding a link.</p> <p>The United States Supreme Court has held that the FAA “embodies the national policy favoring arbitration.” <u>Buckeye Check Cashing, Inc. v. Cardegna</u>, 546 U.S. 440, 443 (2006). See also <u>Mastrobuono v. Shearson Lehman Hutton, Inc.</u>, 514 U.S. 52, 56 (1995);</p>
2	<p>Sign into the legal research website and open the cited document. Select the url address for the document. Right-click, and <b>Copy</b> the address. See e.g.,</p>  <p>OR</p>  <p>OR</p>  <p><b>Note:</b> Check your local rules for any authority or limitations on the legal research websites to which links are permitted.</p>

STEP	ACTION
3	<p>a From <b>Tools</b> on the menu bar, select <b>Hyperlink</b>.</p> 
	<p>b A <b>Hyperlinks Properties</b> dialog box will appear.</p> <p>Use the <b>Delete</b> key from the computer keyboard to remove <code>&lt;current document&gt;</code></p> 
	<p>c Right-click in the <b>Document/Macro</b> box.</p> <p>Select <b>Paste</b>.</p> 
	<p>d Click <b>OK</b>.</p> 
	<p>e The link to the citation will be added in your brief.</p> <p>The United States Supreme Court has held that... policy favoring arbitration.” <a href="https://www.lexis.com/research/retrieve?_m=64693a9bb2d4b8b400049179777118cb&amp;csvc=le&amp;cform=byCitation&amp;fmtstr=FULL&amp;docnum=1&amp;_startdoc=1&amp;wchp=dGLbVzB-zSKAW8_md5=6f87fb498fed8e5551d2dd04d0e10c2b">https://www.lexis.com/research/retrieve?_m=64693a9bb2d4b8b400049179777118cb&amp;csvc=le&amp;cform=byCitation&amp;fmtstr=FULL&amp;docnum=1&amp;_startdoc=1&amp;wchp=dGLbVzB-zSKAW8_md5=6f87fb498fed8e5551d2dd04d0e10c2b</a> <b>Buckeye Check Cashing, Inc.</b> (2006). See also <i>Mastrobuono v. Shearson Lehman Hutton, Inc.</i>, 514 U.S. 52, 56 (1995);</p>

## Manual Links to Court Websites

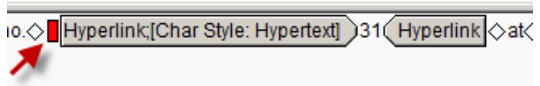
You may wish to cite to published opinions on a court's website, or to the court's local rules. To do so:

STEP	ACTION
1	<p>In your brief, select the text to be linked.</p> <p>the police from potential danger.' ” <a href="#">United States v. Taylor</a>, 636 F.3d 461, 464 (8th Cir. 2011)(quoting <a href="#">South Dakota v. Opperman</a>, 428 U.S. 364, 369 (1976); see also <a href="#">United</a></p>
2	<p>Locate and copy the url address for the citation. See e.g.,</p>  <p>OR</p> 
3	<p>Referring to the previous section, “<b>Manually Creating Links to Online Research Resources</b>,” complete Step 3.</p>

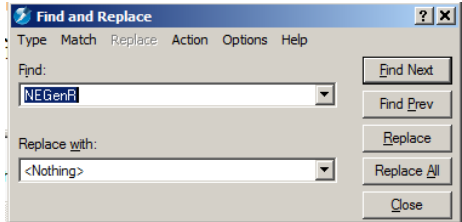
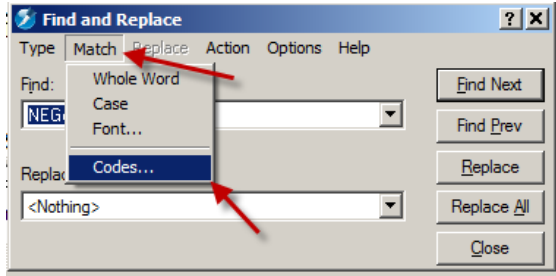
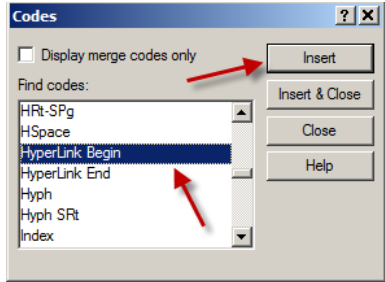
## Final Editing

### Removing Links

To remove *a specific hyperlink* in a WordPerfect document:

Press <b>Alt + 3</b> to open Reveal Codes.	
Place your cursor in front of the Hyperlink coding for the link to be removed.	at ¶ 43; filing no. <a href="#">31</a> at ¶ 42. 
Press the <b>Delete</b> key.	

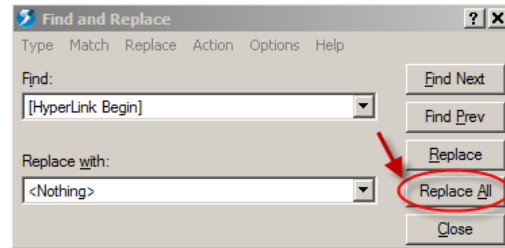
To remove *all* hyperlinks in a WordPerfect document:

Press <b>Alt + 3</b> to open Reveal Codes.	
Place your cursor at the beginning of the text in the Reveal Codes box. Type <b>Ctrl + F</b> . A Find and Replace dialogue box will open.	
Select <b>Match</b> , then <b>Codes</b> .	
A <b>Codes</b> box will appear. In <b>Find codes</b> , scroll and select <b>Hyperlink Begin</b> . Click <b>Insert</b> .	



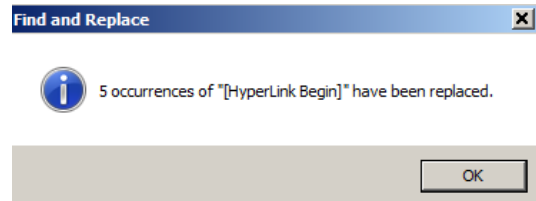
**[HyperLink Begin]** will appear in the **Find:** box.

Replace with **<Nothing>** and select **Replace All**.



A display will open stating how many hyperlinks were replaced with "nothing."

Click **OK**.



## Editing Linked Text

To make additions to or change hyperlinked text in a WordPerfect document:

1. Place your cursor at the end of the linked text.
2. Use the back arrow on your keyboard to move your cursor into the linked text to the position where the text must be added or changed, and
3. Type in your changes.

## Publish to PDF—Retaining the Hyperlinks

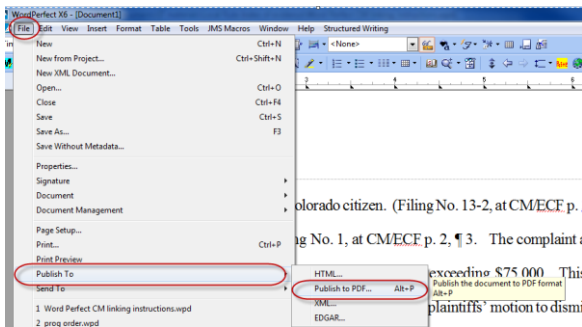
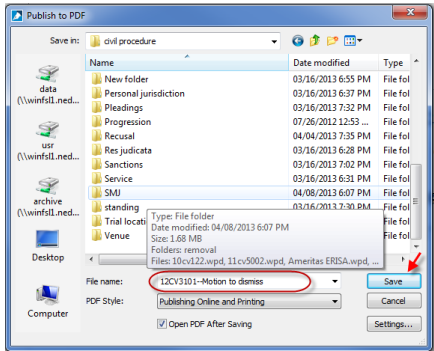
All documents filed in CM/ECF are in PDF format, so all documents created for filing must be converted to a PDF document. To include hyperlinks in your filed documents, place all the links into the document using your word processing system before converting the document to a PDF format.

Once all links are in the word processing version of your document, use your word processing software to save or convert your briefs, or other documents you have created for filing, in a PDF format.

**Notes:** Do **NOT** use **Print to PDF** to create a PDF of a brief with hyperlinks—the hyperlinks will be lost. Do **NOT** print the document and scan it to PDF format.

### Conversion to PDF

To save (“publish”) a WordPerfect document in PDF format:

STEP	ACTION
1	<p>Select <b>File</b> → <b>Publish To</b> → <b>Publish to PDF</b>. Or Type <b>Alt + P</b>.</p> 
2	<p>The <b>Publish to PDF</b> dialog box will open.</p> <p><b>Browse</b> to the file location for saving the file.</p> <p>Name the file.</p> <p>Click <b>Save</b>.</p> <p>A PDF will be created with active links.</p> 
3	<p>After the document is published to PDF, you may file it on CM/ECF using typical filing processes. With the exception of filing a document with links to its own attachment (discussed previously), no special steps are needed for filing a hyperlinked document on CM/ECF.</p>

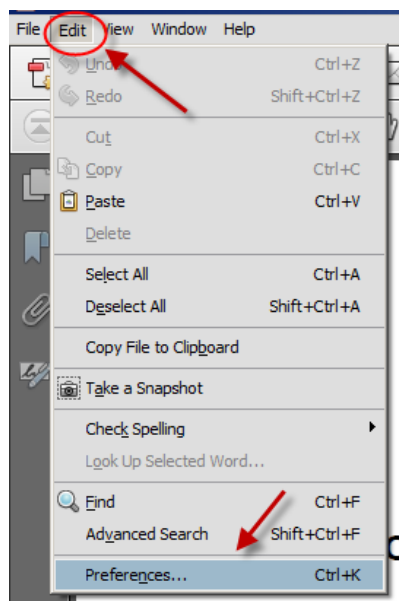
## Additional Tips

### Viewing a Website Location Opened from a Link in a CM/ECF Filing

When opening a PDF document filed on CM/ECF, make sure you are opening PDFs in your PDF software and not within the Web browser itself. Opening the CM/ECF documents in the web browser will result in unnecessary toggling between the document opened on CM/ECF and any website locations opened from links within that CM/ECF document, and will make it difficult or impossible to display the CM/ECF document on one screen and the website location on another.

For those who use Adobe Acrobat, this setting adjustment is made as follows:

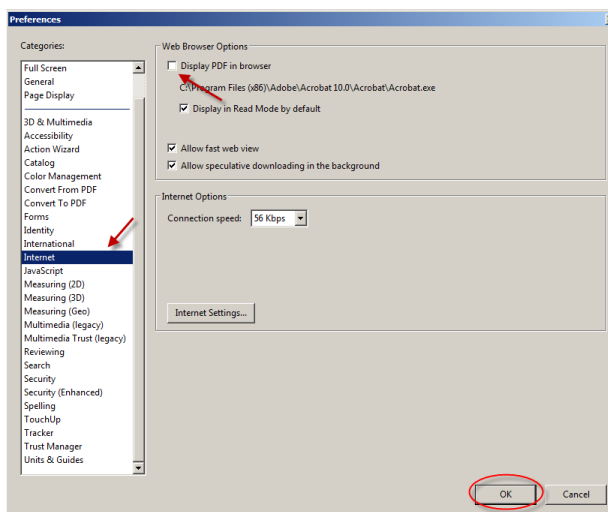
With an Adobe Acrobat document open,  
Click **Edit**,  
then **Preferences**.



From the Categories,  
scroll and select **Internet**.

Make sure **Display PDF in browser** is not selected.

Click **OK**.



After you change this setting, you will need to close and reopen your Web browser before opening CM/ECF filings.

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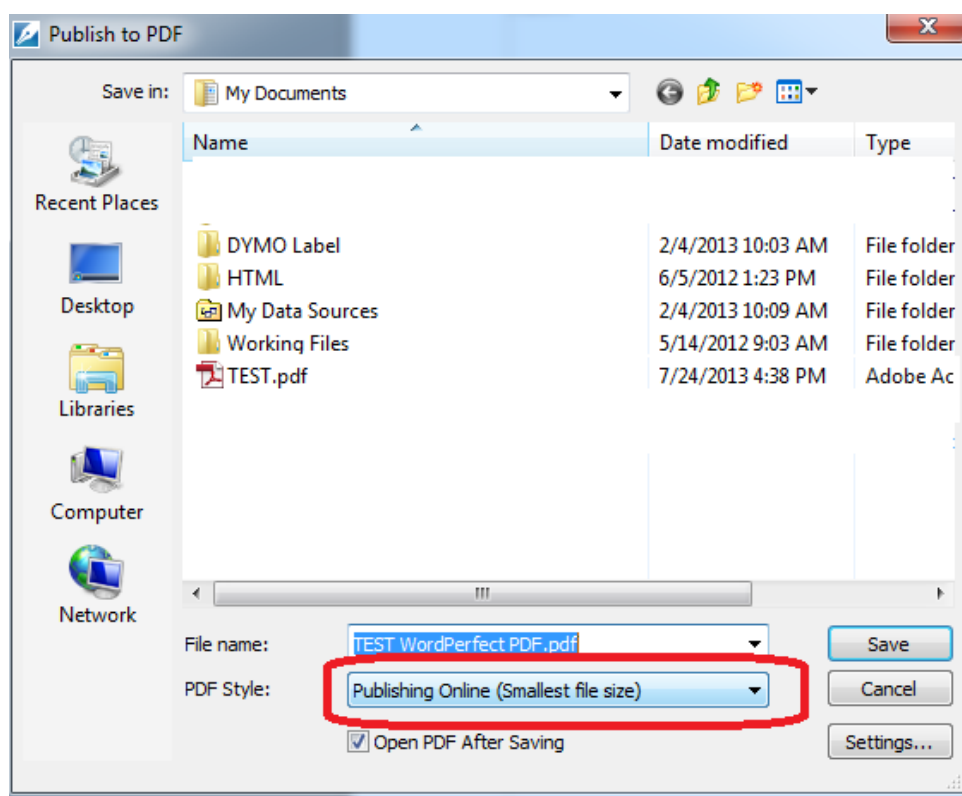
## PDF/A documents

Masked hyperlinks are not preserved in compliant PDF/A documents produced using WordPerfect. However, if the user has access to Adobe Acrobat X Pro, s/he could first convert the document to PDF from WordPerfect and then convert to PDF/A-1b using Adobe Acrobat X Pro. Taking these additional steps will allow for the preservation of masked hyperlinks.

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## Optimized PDFs to reduce file size

Large documents or documents containing forms, photos or graphics should be saved as an optimized PDF to reduce file storage size. Select **File** and Click **Publish to PDF**. From the **PDF Style** dropdown menu, Select **Publishing Online (Smallest file size)**.



This Guide was produced through the collaborative efforts of judges, IT and Clerk's office personnel, educators, and library staff. Please share your comments, questions, corrections, and experiences with hyperlinking or using this Guide by contacting:

Cheryl Zwart, United States Magistrate Judge—Nebraska  
[cheryl\\_zwart@ned.uscourts.gov](mailto:cheryl_zwart@ned.uscourts.gov)  
(402) 437-1670